



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## RETIREMENT PROGRAMS MANAGER

Job Number: 21001309

Job Code: 37790V160901

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 09/01/2016

Job Revised:

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direct supervision of employees in a retirement benefit program, such as benefit estimating, pre-or post-retirement counseling, retiree medical insurance, disability determination or wage and service auditing or a similar program, in the administration of a multi-benefit statewide retirement plan; and performs other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of experience as a retirement counselor or benefit consultant within a state administered retirement system.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience as a retirement counselor or benefit consultant in a state administered retirement system will substitute for the bachelor's degree on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises retirement benefit counselors and other employees involved in administering a retirement benefit program. Manages the implementation of the benefit program to assure economical and efficient operations of staff. Authorizes overtime and leave and recommends salary increases. Coordinates implementation of state and federal law changes with other benefit supervisors. Recommends policy, procedural and systems programming changes to increase efficiency of service delivery. Interprets and applies laws and regulations governing the benefit program to staff and participants. Trains staff in the policies and procedures of the benefit program. Determines additional staff training needs. Assigns staff to program areas. Participates in form design to assure efficient processing and reviews informational materials to meet the needs of the participants served by the program. Reviews and evaluates employees' performance and recommends personnel action. Makes reports and recommendations to the retirement program manager regarding staffing needs, computer program needs and coordinator of the benefit program. Reviews and recommends changes to administrative regulations governing specific benefit programs. Prepares statistical reports on workload and services provided. Drafts letters to agency official, members and other individuals to explain benefits and eligibility. Checks cases and work prepared by other employees. Assists on special projects. Provides counseling services at central office or designated sites to members and beneficiaries concerning service retirement, disability retirement, medical insurance coverage, survivor benefits and account management. Receives, reviews and processes applications for service retirement.

**UNIQUE PHYSICAL REQUIREMENTS:**

NONE

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*